

NEW!! Essential Supervisory Skills Program

If you supervise others – this program is for you! It will help you develop the skills and knowledge to improve working relationships, performance, job satisfaction and engagement for you and your employees.

Over 1800 County employees took the 2011 Employee Engagement Survey. One clear message was the importance of supervisors in creating an engaging and high performing workplace. To support this role, the County has created the Essential Supervisory Skills Program.

The Program will be launched in June 2012. The goal is for everyone who supervises others (both supervisors and managers) to complete the program over the next two years.

The core curriculum includes 16 hours of interactive workshop training on how to:

- **Set goals** that connect employees to the organization's purpose and achieve high levels of performance and job fulfillment
- **Give effective feedback** to recognize accomplishments and keep performance on track
- **Provide coaching support** to maximize learning and development
- **Conduct performance evaluations** that summarize the past year and motivate future performance

Additional courses, along with mentoring and other resources will also be available.

Initial enrollment is being done through a departmental selection process. Please contact your supervisor if you are interested in participating or contact Human Resources to learn more.

